

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

April 6, 2017

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2017-41

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Annual SCCC Notification - Request for Coordinators

The 2016 State Combined Charitable Campaign (SCCC) was a great success. Employee pledges, combined with funds raised from special events, generated an estimated \$191,000 for the 2016 SCCC. Fifty-six charities will receive donations through the statewide campaign during the 2017 calendar year.

In preparation for the 2017 Fall Campaign, Commissioner of Administration Jay Dardenne recently sent a letter to all LaGov HCM paid agency department heads requesting their assistance in appointing a SCCC Coordinator(s). The Office of State Uniform Payroll (OSUP) and the Louisiana Association of United Ways (LAUW) are requesting agency HR directors to assist their department heads with this task. The [OSUP/F98](#) form should be completed for each personnel area. This form can be found on the [Forms](#) page of the OSUP website. Completed forms should be faxed to OSUP at (225) 342-1650 by April 28, 2017.

The duties of Campaign Coordinators include attending coordinator training, securing campaign materials, preparing and sending communications as required to support the SCCC at his/her location, arranging for a presentation to employees, turning in pledge forms and total contribution amounts to the agency's payroll office and LAUW, maintaining confidentiality of pledge information, and completing the campaign evaluation form.

Refer to [LAC 4:III.Chapter 11](#) (pages 24-28) for more information on the SCCC. Questions should be directed to a member of the OSUP Benefits and Financial Administration Unit by email at the following address: [\\_DOA-OSUP-BFA@la.gov](mailto:_DOA-OSUP-BFA@la.gov) or by phone at (225):

Brandy Boyd	342-5354	Kenya Warren	342-5357
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APH:BPB/par